

How do I become a UPCS Inspector?

Introduction

The Physical Assessment Sub System (PASS) of the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) facilitates the physical inspection of all HUD-affiliated properties. All HUD assisted and insured housing covered under the Department's Uniform Physical Condition Standards (UPCS) regulations must be inspected by individuals certified in the use of the Department's UPCS inspection protocol and procedures. The information below explains how to become an inspector certified in the use of the UPCS.

Procedure

The following 12 steps describe how to become a certified inspector.

| Step | Who Does It | What Happens |
|------|--------------------------------|---|
| 1 | Potential training participant | Access and read the Physical Inspection web pages to gain knowledge & information about the Inspector Administration, Inspector Assessment Form, Inspector Certification Training, and inspection opportunities |
| 2 | Potential training participant | Electronically submits completed Inspector Assessment Form to PASS (Physical Assessment Sub-System) |
| 3 | PIH-REAC (PASS) | Reviews submitted information from potential training participant to determine whether or not the individual meets inspector qualifications |
| 4 | PIH-REAC (PASS) | Recommends qualified inspector candidates to the UPCS Inspection Training Coordinators |
| 5 | PIH-REAC (Training) | Registers qualified training participant for Module 1 (On-Line Training) and electronically mails notification to the training participant |
| 6 | Qualified Training participant | Receives and reviews email from reacpasstraining, which includes the Welcome Letter, Learning Site User Guide and Module 3 Training Calendar |
| 7 | Qualified Training participant | Complete Module 1 and its surveys, successfully pass Module 1 Test, complete Module 2 and its surveys, successfully pass Module 2 Test |

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| 8 | Qualified Training participant | Register for Module 3 Training (instructor led), successfully complete and pass the Certification Exam Part 1 and Certification Exam Part 2 |
| 9 | Qualified Inspector candidate | Receives an inspector id badge and M number |
| 10 | Qualified Inspector candidate | Bids on and is awarded an inspection assignment on the Reverse Auction Website, or receives inspection assignment from a Servicing Mortgagee or a UPIC Contractor |
| 11 | Qualified Inspector candidate | Performs first inspections successfully under the supervision of designated HUD PIH/REAC staff |
| 12 | Certified Inspector | Approved by HUD PIH/REAC |

Required Item to be submitted

The following questionnaire must be downloaded, completed and submitted electronically to the Inspector Administration.

- Inspector Assessment Form
- Email completed Inspector Assessment Form to:
InspectorAssessmentForm@hud.gov

Contact Us

For more information, call the REAC's Technical Assistance Center at 1 (888) 245-4860 or email reacpasstraining@hud.gov
